

### DOI Work Activity 65: Manage Information and Files

<b>Program Area:</b>	Indirect Cost
<b>End Outcome Goal:</b>	Not applicable
<b>Intermediate Outcome:</b>	Not applicable
<b>DOI Sub process:</b>	5b - Sustain Organizations

#### Examples/Notes:

**Work Activity Description:** **Manage Information and Files (DOI Work Activity 65)** is used to report all work related to both IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data and files.

Use **Manage Information and Files (DOI Work Activity 65)** for:

- Central Files, Mailrooms, Library/Information Services
- The Federal Records Act and Records Management Initiatives
- The Privacy Act and Privacy Initiatives
- Privacy Impact Assessments and Records Management Impact Assessments
- Data analysis for privacy and records management classification and impacts
- Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs
- FOIA and Privacy Act Appeals
- Section 508 of the Rehabilitation Act of 1973, as Amended
- Records Management Policies
- Information Quality Guidelines
- Web Policies
- Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web
- Compliance monitoring and reporting
- Awareness and training for privacy, Records Management, FOIA, Section 508, and Web
- Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal

**Manage Information and Files (DOI Work Activity 65)** includes the persons, both government FTE and contractor personnel, performing work in this activity, and the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

**This work activity is NOT to be used to report costs for individual IT investments or projects, which are to be reported under DOI Work Activity 80 - Plan IT Investments, DOI Work Activity 81 - Acquire IT Investments, or DOI Work Activity 82 - Operate and Maintain IT Investments.**

<b>Output:</b> NA	<b>Unit of Measure:</b> NA
<b>Inputs:</b>	<b>Cost Drivers:</b>

**System Interfaces:**

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